

Enclosure D

Accessing and Submitting a PIN Mailer Request via FAA Access

Follow the steps below to access FAA Access on the Web to submit your 2002-2003 PIN Request:

- 1) Go to the FAA Access on the Web home page at <http://fafsa.ed.gov/FAA/faa.htm>
- 2) Select "Make PIN Requests" on the "Welcome to the FAA Access Online!" page. The PIN Authentication page appears. This option will be removed from this page after the PIN Mailer Request cut-off date of October 26, 2001.
- 3) Enter your SSN, first two letters of your last name, date of birth and PIN. Once you are authenticated by the server, the "Welcome to the FAA Main Menu" page appears.
- 4) From the "Welcome to the FAA Main Menu" page, select "PIN Requests".
- 5) Enter your Destination Code (TG#) on the "PIN Requests" page and select the "Next" button. The "Step 1: PIN Request Type" page appears.
- 6) Select the PIN Request Type options that best suits your needs by selecting the corresponding button. Options available include:
 - Request PINs for all of the records for all the schools under your destination point
 - Request PINs individually by Social Security Number (students' SSNs must be listed under your school code)
 - Request PINs for all of the records for specific schools
 - Request PINs for all of the records for all of the schools under your destination point by grade level

Request PINs for all of the records for all the schools under your destination point

1. Select the "Next" button. The "Step 2: PIN Request Verification" page appears.
2. Skip to step 7 of these instructions.

Request PINs individually by Social Security Number

From the “Step 1: Request by Social Security Number” page:

1. Enter individual student SSNs and name IDs (first two letters of the student’s last name) on this page.
2. If you need to submit more than 12 entries (each page can contain up to 12 entries), select the “Enter More Students” button. A new page with 12 additional entry fields appears.
3. Continue selecting the “Enter More Students” button until you have entered all SSNs and name IDs.
4. You may select the “Previous” button if you want to go back through the list and make revisions.
5. Once you are finished entering all SSNs and name IDs, select the “Next” button. The "Step 2: PIN Request Verification" page appears.
6. Skip to step 7 of these instructions.

Request PINs of all the records for specific schools

From the “Step 1: Request All Records for Specific Schools” page:

1. Enter individual Federal School Codes on this page.
2. If you need to submit more than 40 Federal School Codes (each page can contain up to 40 school code entries), select the “Enter More School Codes” button. A new page with 40 additional entry fields appears.
3. Continue selecting the “Enter More School Codes” button until you have entered all of your Federal School Codes.
4. You may select the “Previous” button if you want to go back through the list and make school code changes.
5. Once you are finished entering all of your Federal School Codes, select the “Next” button. The "Step 2: PIN Request Verification" page appears.
6. Skip to step 7 of these instructions.

Request PINs of all the records for all of the schools under your destination point by grade level

From the "Step 1: Request All Records for Specific Grade Levels" page:

1. Check the boxes to select the college grade levels (you may select more than one).
2. Once you are finished choosing the appropriate grade levels, select the "Next" button. The "Step 2: PIN Request Verification" page appears.

7) At this point, if you want to go back and select a different PIN Request Type, select the "Step 1: PIN Request Type" hyperlink, which returns you to the PIN Request Type list.

8) Now you are ready to submit your request. Select the "Submit" button at the bottom of the verification page. The "Step 3: Confirmation - PIN Request" page appears, providing the date the request was submitted to the server for processing at the CPS. You may print this confirmation page for your records by selecting the "Print" button.

If you have any problems using FAA Access on the Web, please contact CPS/WAN Technical Support by telephone at 800/330-5947 or via e-mail at cpswan@ncs.com.